

Accessing Reports in CASE



- Access CASE and Click on Reports

Accessing Reports in CASE

The screenshot displays the 'REPORTS' section of a software interface. At the top, a blue header bar contains the word 'REPORTS' and a small icon. Below this, a light gray box contains the text: 'The Reports Module allows users to run various reports.' Below this box, there are two dropdown menus. The first dropdown menu is labeled 'Category:' and has 'Clerk's Office Reports' selected. A red arrow points to this dropdown. The second dropdown menu is labeled 'Sub Category:' and has 'Select a Sub Category...' selected. A red arrow points to this dropdown. The 'Sub Category:' dropdown menu is open, showing a list of options: Attorney Discipline, Case Storage Reports, DD Appeals, Docket Team, East Team, PCR Team, Motions Team, Priority Team, RCP Recalling, Scanning Team, Transcription Reports, and West Team. Below the dropdown menus, there is a light gray box containing the text: 'The Reports Module allows users to run various reports on the new CASE system.' Below this box, there is a blue button labeled 'Run'.

- Click on Clerk's Office Reports and the Team for which you are working on

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REPORTS

The Reports Module allows users to run various reports.

Category: Select a Category... Sub Category: West Team

Category = Clerk's Office Reports Sub Category = West Team

Description	Location
WEST - 30/60/90 Day No ROP Report	Click to View
WEST - Briefs Received	Click to View
WEST - Case Appeals Awaiting Briefing Report	Click to View
WEST - Cases Awaiting Log-In	Click to View
WEST - Cases With Login Dates	Click to View
WEST - IJ MTRs Awaiting Briefing Report	Click to View
WEST - Zero Tapes/Zero DAR	Click to View
WEST - Cases Awaiting Transcription Report by Cluster	Click to View
WEST - IJ Certs	Click to View

- Click on your specific Report

West - Cases Awaiting Log-In

Please Select a Base City Cluster

Cluster 1
Cluster 2
Cluster 3
Cluster 4

[Select all](#) [Deselect all](#)

Cancel Finish

- Click on the Base City Cluster that you are working in and click Finish to see the Report populate

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West - Cases Awaiting Log-In Cluster 1

Case Log - Cluster 1 - 01/01/15 to 01/01/15

Cluster 1

Case Number	Case Date Rec	Appeal Type	Functional Level	Relationship Party	Last Scan	Date Brief Filed by Alien	Date Brief Filed by DHS	Ready for Log-In
(b) (6)	DAL 07/15/14	Case Appeal	WESTERN REGION TEAM	ATTEMPT-DESK	01/15/15			12/11/14
DMS	12/01/14	Case Appeal	20PL AREA 1 CAE 065	SWEET-DC	01/07/15	01/20/15	02/10/15	2/10/15
DAL	10/01/14	Bond Appeal	20PL AREA 1 CAE 065	SWEET-DC	01/07/15	01/21/15		2/11/15
DMS	11/25/14	Appeal of ID MTR	20PL AREA 1 CAE 067	SWEET-DC	12/11/14	01/15/15		2/11/15
DAL	12/06/14	Appeal of ID MTR	20PL AREA 1 CAE 065	SWEET-DC	12/10/14	01/16/15		2/10/15
Cluster 1 Summary: 5		Lead Alien Numbers with Release: 0	Pro Bono Cases: 0					
Report Summary: 5		Lead Alien Numbers with Release: 0	Pro Bono Cases: 0					

- The Report will populate and you will work off of this to see what is pending in your cluster